

Stacey Terry

Ashland, KY 41101

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Authorized to work in the US for any employer

Work Experience

Peer Support Specialist and front desk receptionist/Some MA and drug screening duties'

AIM behavioral health - Ashland, KY

June 2021 to Present

I did facilitated group therapy sessions for recovering addicts. I documented each client's progress and I do individual sessions as needed. I helped client's deal with personal issues and give them strength and hope with them to give them encouragement. I was responsible for documenting and inputting drug screens into client's charts as well as doing some scheduling.

As for the front desk responsibilities I scheduled the initial counseling and doctor appointments. I assisted the medical staff with administrative tasks as necessary, I answered incoming calls and took care of client's needs, and I am the initial contact for new patient intakes and help them with the paperwork required for new patients. I was responsible for maintaining a good code of ethics or very professional I should say. Lastly, I take care of any pharmacy issues and are familiar with contacting and dealing with insurance companies.

Along with all this I have at times took client's vitals including blood pressure, pulse rate, oxygen level and percentage and documented them into client's charts along with their weight. I have filled in and drug screened patient's too. This included dividing the urine into different tubes for different types of tests and labeling the tubes correctly for testing.

House Monitor

Land of Goshen - Ironton, OH

April 2021 to June 2021

Monitor women's activities, dispense medications, log new medications, perform drug screens, pass out mail, handle any problems with women that may arise, and make sure their daily chores are done.

Laborer

Just homes - Ashland, KY

January 2021 to April 2021

Cut grass, change locks, board windows, trash removal, home improvement.

Assistant Manager

Burger King - Ashland, KY

October 2012 to January 2021

Supervised 8 employees at a time, overseen work flow and production, responsible for deposits and cash handling, inventory counting and control, resolved customer complaints and concerns and helped employees complete work tasks. Also opened and closed the restaurant. Experienced with Microsoft

Word, works, and Outlook. As well, I was responsible for hiring and firing employees, imputing new hire information into the computer software, and also doing I-9 forms.

- Provided excellent customer service to all customer in a timely manner

Education

Vocational diploma in Pharmacy Technician

ACTC - Ashland, KY

August 2002 to February 2004

High school diploma in College prep

Russell High School - Russell, KY

August 1996 to June 2000

High school diploma

Skills

- Microsoft Office
- Restaurant Experience
- Supervising Experience
- Assistant Manager Experience
- Individual / Group Counseling
- Intake Experience
- Communication skills (10+ years)
- teamwork (10+ years)
- computer technology (8 years)
- adaptabilty (10+ years)
- writing and editing (5 years)
- Time management (10+ years)
- problem solving (10+ years)
- patience (5 years)
- people skills (10+ years)
- Vital Signs
- Medical terminology
- Customer service

Certifications and Licenses

Peer support specialist

Present

Serve Safe certified

May 2020 to May 2025

Assessments

Case management & social work — Proficient

October 2021

Determining client needs, providing support resources, and collaborating with clients and multidisciplinary teams

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

References

Marvin Scappattio 606-585-0308 Profesional

Amber Stewart 606-465-7747 friend

Candace Campbell 606-571-1180